

(b) You may use a Government purchase card if you do not have a fleet charge card or if the use of such a government purchase card is required by your agency mission. However, the Government purchase card does not collect motor vehicle data nor does it deduct State sales and motor fuel taxes.

**§ 102-34.335 What type of fuel do I use in motor vehicles?**

(a) Use the grade (octane rating) of fuel recommended by the motor vehicle manufacturer when fueling motor vehicles owned or leased by the Government.

(b) Do not use premium grade gasoline in any motor vehicle owned or leased by the Government unless the motor vehicle specifically requires premium grade gasoline.

(c) Use unleaded gasoline in all Government owned or leased motor vehicles designed to operate on gasoline and used overseas unless:

(1) Such use would be in conflict with country-to-country or multi-national logistics agreements; or

(2) Such gasoline is not available locally.

**§ 102-34.340 Do I have to use self-service fuel pumps?**

Yes. You must use self-service fuel pumps to the fullest extent possible.

**Subpart I—Federal Motor Vehicle Fleet Report**

**§ 102-34.345 What is the Federal Motor Vehicle Fleet Report?**

The Federal Motor Vehicle Fleet Report is compiled by GSA annually from information submitted by Federal agencies on motor vehicle inventory, cost, and use data. GSA supplies copies of the report to the Congress, Federal agencies, and other organizations upon request.

Recipients of this report use it to evaluate and analyze operations and management of the Federal motor vehicle fleet.

**§ 102-34.350 What records do we need to keep?**

For owned motor vehicles, you are responsible for developing adequate ac-

counting and reporting procedures to ensure accurate reporting of inventory, cost, and operational data needed to manage and control motor vehicles.

**§ 102-34.355 When and how do we report motor vehicle data?**

(a) Within 75 calendar days after the end of the fiscal year, use Standard Form 82, Agency Report of Motor Vehicle Data, to report motor vehicle inventory, cost, and operating information. Send the Standard Form 82 to the: General Services Administration, Attn: MTV, Washington, DC 20405. Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

(b) Use separate forms to report data for domestic and foreign fleets.

(1) For motor vehicles lent to another agency during the reporting period, the owning agency reports all data.

(2) For motor vehicles transferred from one owning agency to another, each agency reports data for the time it retained accountability.

(c) Detailed instructions are included as part of the form. You can also complete the Standard Form 82 electronically using a computerized input medium. For further information, contact the: General Services Administration, Attn: MTV, Washington, DC 20405. Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

**Subpart J—Forms**

**§ 102-34.360 How do we obtain the forms prescribed in this part?**

See § 102-2.135 of this chapter for how to obtain forms prescribed in this part.

**PART 102-35—DISPOSITION OF PERSONAL PROPERTY [RESERVED]**

**PART 102-36—DISPOSITION OF EXCESS PERSONAL PROPERTY**

**Subpart A—General Provisions**

Sec.

102-36.5 What is the governing authority for this part?

102-36.10 What does this part cover?

102-36.15 Who must comply with the provisions of this part?

102-36.20 To whom do “we”, “you”, and their variants refer?